



FR2 Quick Reference Sheet

Key Dashboard Functionality

Key Dashboard Terminology and Features



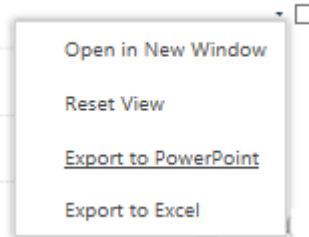
Tabs: The tabs allow users to navigate between different different views of single perspective (Service, Occupation, Installation, etc.) Each tab is listed across the top of the screen and is a hyperlink, which will display four to eight reports.

DASHBOARD - Civilian Lost Time Installation > Yearly Trends
[Yearly Trends](#) | [FY Details](#) | [FY Details by Pay Period](#) | [FY Details by Quarter](#) | [Top 10 Quad](#) | [Top 10 Duty Units](#) | [Top 10 Occupations](#) | [Top 10 Causes](#) | [By Service](#) | [By Major Organizations](#) | [All UNITS](#) | [Installation List](#)

Filters: The filters allow users to select specific information such as a Fiscal Year, Installation Name, or Service depending on the dashboard.

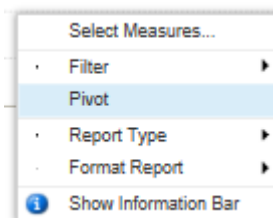
Installation Names **FORT HAMILTON**

Drop-down Menu: The drop-down menu is accessed by clicking on the down arrow to the top, right of each report. The arrow is hidden until a mouse-over. The drop-down menu consists of the following options: Open in New Window, Reset View, Export to PowerPoint, and Export to Excel.



- Open in New Window: This feature allows the user to open the selected report in a new browser window for a larger display.
- Reset View: This feature allows the user to view the report as it was displayed prior to any modifications made by the user.
- Export: This feature allows users to export reports to PowerPoint and Excel. Pictures are exported as graphical information and grids are exported in a manipulative format in both PowerPoint and Excel.

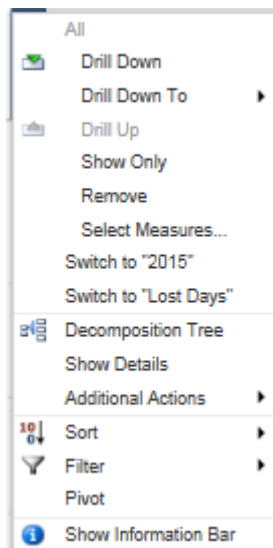
Right-click in the blank space of a dashboard report to access the following report menu options.



- Select Measures: This feature allows users to select another variable to add to the report. For additional instructions, see the Quick Reference Sheet, Dashboard – Select Measures.
- Filter: This feature allows the user to select alternate options to filter the data in the report.
- Pivot: This feature inverts the way data is displayed in the report. If the report displays the number of lost time cases for each year, categorized by past, current, and all, the same report after the pivot is applied will show the number of lost time cases grouped for past, current, and all, broken down by year.

- **Report Type:** This feature allows the user to change the report from its current type to a different report type. The report type options include: a grid, bar chart, stacked bar chart, 100% stacked bar chart, line chart, line chart with markers, and pie chart.
- **Format Report:** This option allows the user to choose if and where the legend is displayed on the report. The options are: show legend at right; show legend at top; don't show.
- **Hide/Show Information Bar:** This option allows the user to toggle to either show or hide the information bar.

The dashboard allows users to access a menu by right-clicking on a count or measure of a report.



- **Drill Down To:** The drill down to feature provides users a list of additional information both within and outside of each data set. Additional variables are available to the user to display a subset of the data on the report.
- **Show Only:** This feature displays the report showing only the specific category of data selected. Other categories (as identified in the legend) will not be displayed in the report.
- **Remove:** This feature removes only the selected category from the report; other categories (as identified in the legend) will still be displayed.
- **Select Measures...:** This feature allows users to select another variable to add to the report. For additional instructions, see the Quick Reference Sheet, Dashboard – Select Measures.

- **Decomposition Tree:** This feature allows the user to decompose the selected dataset by selecting an additional subset of data at each level. The decomposition tree is displayed in a new browser window as a horizontal tree with “branches” splitting the data.
- **Show Details:** This feature opens a new browser window and displays the detailed records that compose the selected data set.
- **Additional Actions:** This option allows users to drill in to charts to obtain specific data such as lost time cases listed by Case ID.
- **Sort:** This feature allows the user to sort data from largest to smallest or smallest to largest, resulting in a refreshed report.
- **Filter:** This feature allows the user to select alternate options to filter the data in the report.
- **Pivot:** This feature inverts the way data is displayed in the report. If the report displays the number of lost time cases for each year, categorized by past, current, and all, the same report after the pivot is applied will show the number of lost time cases grouped for past, current, and all, broken down by year.
- **Hide/Show Information Bar:** This option allows the user to toggle to either show or hide the information bar.